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July 27, 2004

Dear Offeror:

The National Capital Planning Commission is seeking architectural firms with expertise in facilities planning, programming, and design and an economic consultant with knowledge of existing federal facilities in the National Capital Region to prepare a study that identifies future federal space use requirements that may locate in the South Capitol Street corridor of the District of Columbia. The presolicitation notice for the South Capitol Street Federal Facilities Space Use Study, NCPC-04-02, is available on the Federal Business Opportunities (FedBizOpps) website.

In response to numerous requests, the Scope of Work for NCPC-04-02 is attached. Please note that this notice is NOT a REQUEST FOR PROPOSALS. A Request for Proposals will be issued after the project team evaluates the SF 330, Architect-Engineer Qualifications Statements submitted in response to the presolicitation notice.

Architect-Engineer Firms will be evaluated based on the following criteria:

- Professional qualifications necessary for satisfactory performance of required architectural services.
- Specialized experience and technical competence in urban design and open space planning.
- Capacity to accomplish the work in the required time.
- Past performance on contracts with Government agencies and private industry in terms of cost, control, quality of work, and compliance with performance schedules.
- Location of the firm in the general geographical area of the project and knowledge of the locality of the project.
- Participation of small businesses (e.g. Woman Owned Small Business, HubZone Small Business, Veteran Owned Small Business), small disadvantaged businesses, and historically black colleges and universities, or other minority institutions, in the proposed contract team, measured as percentage of the estimated effort.
- Cost

The cost of the requirement is estimated not to exceed \$98,000.

Please contact me at 202-482-7235 or angela.roach@ncpc.gov if you have questions regarding the information contained in this notice.

Sincerely,

Angela K. Roach
Contracting Officer

Enclosures

Scope of Work

South Capitol Street Federal Facilities Space Use Study

National Capital Planning Commission

July 22, 2004

Background

South Capitol Street was identified in NCPC's *Extending the Legacy Plan* (1997), as having the potential to be transformed into one of the great urban boulevards of the world through a redevelopment strategy that incorporates new civic spaces, national memorials and parkland into a vibrant, mixed-use commercial, institutional and residential district. The concept of locating national monuments, memorials and museums on South Capitol Street was reinforced in NCPC's *Memorials and Museums Master Plan* (2001). South Capitol Street has been the subject of an intensive planning effort, including NCPC's *South Capitol Street Urban Design Study* (2003) and the District of Columbia Department of Transportation's *South Capitol Gateway and Corridor Improvement Study* (2003). These plans are available on the NCPC web site:

www.ncpc.gov

The District of Columbia Office of Planning's *Anacostia Waterfront Initiative Framework Plan* highlights South Capitol Street as a critical component of the waterfront revitalization strategy. In November 2003, NCPC and the Office of Planning sponsored an Urban Land Institute (ULI) Advisory Panel to review these studies, to examine market realities, and to advise federal and local planners on ways to move from studies to action. The ULI panel's *South Capitol Street Corridor, Washington, DC Implementation Plan* report summarizes key findings which include the following:

- South Capitol Street should be designed as a grand national boulevard.
- Market forces moving rapidly into the corridor do not support this vision. Action is needed to ensure that redevelopment of the corridor is coordinated and timely.
- The planning and design of South Capitol Street requires a strong federal presence to ensure the federal interests and national significance of this street and national gateway, and to secure the significant federal resources required to rebuild the street and bridge.

The planning, design and implementation of the redevelopment of South Capitol Street must balance the federal facilities needs in this corridor, the national significance of this gateway to the nation's capital with the goals of satisfying transportation requirements and accommodating economic development while developing a viable urban street and a revitalized neighborhood.

Federal Interest

On May 5, 2004, the Chairman of the National Capital Planning Commission appointed a South Capitol Street Task Force to advance the planning and implementation of the Commission's long-range vision for the revitalization of South Capitol Street. The major "charge" of the Task Force is to insure that the planning, design and implementation of the redevelopment of South Capitol Street is appropriate to the federal interest and national significance of this corridor. Federal interests include:

- Ensuring the design of South Capitol Street is designed as a grand boulevard in a manner worthy of the national significance of this corridor.
- Ensuring an Anacostia River gateway appropriate to this national significance.
- Providing the public open space commensurate with this level of national significance by including sufficient space for major public plazas, parkland and other amenities.
- Providing a setting for future national monuments, memorials and museums.
- Ensuring the access and development requirements of Capitol Hill, the Navy Yard, the new Department of Transportation headquarters and the other existing federal facilities in the corridor.
- Accommodating the development of future federal facilities within a mixed-use precinct including developing commercial, residential uses and other support uses along the South Capitol Street and within the corridor.
- Ensuring the development along South Capitol Street meets the level of design appropriate for this gateway to the nation's capital.
- Providing federal leadership and resources in coordinating federal interests with the District of Columbia.
- Expediting implementation of the redevelopment of South Capitol Street through the identification and development of federal facilities, accelerating the process of funding, design and construction.
- Ensuring accountability for and coordination of federal investments.

Definition of the Study Area

The project study area is defined by the squares fronting on South Capitol Street from the jurisdiction of the Architect of the Capitol (the Hill) on the north to the Anacostia River on the south.

Study Time Frame

This study shall be completed 16 weeks from receipt of the Notice to Proceed.

Scope of Work

Task 1: Review prior studies and other related materials as provided by NCPC.

Prepare project work plan.

Time frame: Week 1

Deliverable: Detailed project work plan and project work schedule.

Task 2: Identify space needs for existing and future federal agencies in the South Capitol Street corridor.

Analyze the facilities and support requirements of existing federal facilities including the Washington Navy Yard, new Department of Transportation Headquarters in the Southeast Federal Center, Fort McNair, National Park Service and other federal stakeholder interests as coordinated by NCPC. Identify future space needs of these existing stakeholders and others that may look to locate within the corridor through analysis of existing data, and interviews, where appropriate.

- Identify federal stakeholder interests through data collection and select interviews.
- Document existing federal, associated contractor and related support facilities requirements.
- Identify future federal facilities requirements (employees, space, use, support services) that may locate within the corridor, including but not limited to, the General Services Administration, Department of Defense, Department of State, National Park Service, and the Smithsonian Institution. Forecast opportunities by agency short, mid and long-term time frames. Identify the potential for their location within the corridor in terms of committed, probable, possible and other potentials.
- Develop general development criteria, such as proximity to other federal offices, the ability to custom design space, private sector market office space availability, access to Metro, security requirements, visibility, and other factors that may identify South Capitol Street as more desirable than competing locations.
- Identify potential private sector development opportunities associated with existing and future federal facilities, including contractor offices, commercial retail, and residential development.
- Identify public sector infrastructure improvements required to serve existing and future federal facilities, including public transit and private vehicular access and parking requirements.

Time frame: Weeks 2 - 8

Deliverable: Existing federal facilities requirements documentation memo (Week 4)
Draft future federal facilities requirements memo, including preliminary forecasts of opportunities (Week 6)
Draft lease expiration and forecast memo (Week 8)
Draft recommended private sector development opportunities and public infrastructure requirements (Week 8)

Task 3: Identify site opportunities for the location of future federal facilities within the South Capitol Street corridor. Analyze identified sites and recommend a regulatory

environment and design and development criteria. Recommend sites for federal acquisition and development, public-private partnering, and/or leasing of privately developed facilities.

- Identify future site opportunities for federal facilities (site location and size).
- Associate federal stakeholders and their future facility programs with these sites. Describe desirable attributes for locating these facilities within the corridor and, more specifically, on these sites.
- Recommend proposed regulatory environments (zoning, use, building setbacks, height limits, and FARs) for the location of identified future federal facilities.
- Recommend associated design criteria (including building entrance locations, design standards, special considerations for sustainable design, as well as vehicular access, parking, security, and other specialized requirements).
- Identify sites for possible federal acquisition, partnering, and other methods of reserving land for the accommodation of future federal facilities.

Time frame: Weeks 5 - 12

Deliverable: Site identification and analysis (Week 6)

Draft recommended regulatory environment and design criteria (Week 8)

Site programming memo (Week 10)

Recommended federal site acquisition, partnering, or leasing (Week 12)

Task 4: Prepare development and design concepts illustrating future federal facilities located within the South Capitol Street corridor.

Time frame: Weeks 11-14

Deliverable: Initial illustrations of potential site development concept alternatives for future federal facilities (Week 12)

Final illustrations (Week 14)

Task 5: Based on the findings and recommendations of tasks 2 through 5, review other local development plans to identify potential opportunities, conflicts and/or other areas where further coordination is needed.

Time frame: Weeks 12 - 14

Deliverable: Preliminary comments and recommendations (Week 11)

Final comments and recommendations (Week 12)

Task 6: Prepare a final document including all deliverables in 8 ½ x 11 hardcopy. Provide report in electronic format. Provide all graphic deliverables in digital format.

Time frame: Weeks 14 - 16

Deliverable: Final report (25 copies) and CD-ROM (Week 16)

Study Progress and Project Coordination

- Consultant shall attend by-weekly progress meetings with staff of the National Capital Planning Commission.
- Consultant shall prepare a monthly status memorandum to accompany all invoices.
- Deliverables will be in the form of memorandums, other summary reports or as part of progress presentations, and limited to the tasks completed or in progress.
- All interaction with NCPC's urban design consultant will be coordinated by staff of the NCPC.
- All interaction with federal agencies, including meetings and interviews, will be coordinated by staff of the National Planning Commission.
- The District of Columbia Office of Planning (DCOP) has retained consultants to prepare a "framework" plan for South Capitol Street with the objective of recommending revisions to existing zoning regulations. The District of Columbia Department of Transportation (DDOT) is currently completing the preliminary engineering design of the transportation elements of the street, including design standards. All interaction with DCOP, DDOT and their consultants will be coordinated by staff of the National Planning Commission.
- This study does not require interaction with the public.
- Monthly presentations are required to the South Capitol Street Task Force.
- Meetings and presentations are solely based upon the study time frame, and the established scope of services; where requested, additional meetings and presentations may be charged as additional services based upon hourly rates.
- NCPC will provide a compiled set of revisions, if any, for the final document.
- A final study presentation is required to the Commission. (The Commission requested the Task Force to report to the Commission at the October 2004 meeting.)

South Capitol Street Federal Facilities Space Use Study

Supplies or Services and Prices/Costs

<u>Services</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
Task 1: Prepare Project Work Plan/ Project Orientation	1 Lot	\$ 5,000	\$ 5,000
Task 2: Identify Federal Agency Space Needs	1 Lot	\$ 50,000	\$ 50,000
Task 3: Identify Site Opportunities	1 Lot	\$ 12,500	\$ 12,500
Task 4: Prepare Development/ Design Concepts	1 Lot	\$ 8,000	\$ 8,000
Task 5: Review Local Development Plans	1 Lot	\$ 5,000	\$ 5,000
Task 6: Prepare Final Report	1 Lot	\$ 7,500	\$ 7,500
Reimbursable Costs	As Expended NTE	\$ 10,000	\$ 10,000
Total (All Phases and Reimbursables)	NTE	<u>\$ 98,000</u>	<u>\$ 98,000</u>